



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
AIRPORT CONTROL OFFICER III	31	D	11.230
AIRPORT CONTROL OFFICER II	29	D	11.231
AIRPORT CONTROL OFFICER I	27	D	11.232

SERIES CONCEPT

Airport Control Officers perform a variety of law enforcement functions at McCarran International Airport including the enforcement of Taxicab Authority regulations as well as federal, State and local laws.

Conduct routine foot patrol to detect violations of law at McCarran International Airport; patrol departure and courtesy areas, taxicab and limousine stands, private automobile pick-up areas, and the lower level where buses and limousines are loaded; perform surveillance duties and check unattended automobiles and luggage during periods of heightened security.

Perform general security and enforcement functions at the airport to include enforcement of program rules and regulations; gather evidence by interviewing complainants, witnesses, employers, employees, suspects, and other sources to obtain information regarding violations or noncompliance; and initiate appropriate action on observed violations.

Conduct investigations of taxicabs involved in traffic accidents at McCarran International Airport; document all facts pertinent to the accidents; and prepare accident reports according to established procedures

Ensure both cabs and drivers operate in a safe and appropriate manner; inspect vehicles and drivers to ensure compliance with State and federal laws, rules and regulations; conduct inspections visually and/or with the use of hand tools or other methods to determine compliance or extent of violation.

Enforce rules and regulations governing the operation of taxicabs by taking appropriate actions that include issuing verbal or written warnings and citations, effecting arrests, issuing mechanical repair orders, and/or placing vehicles out-of-service pending repairs.

Prepare, obtain and execute legal documents such as arrest warrants, search warrants, affidavits, subpoenas, and criminal complaints related to the criminal justice process and subsequent criminal prosecution.

Prepare various reports including daily taxi service summaries, inspection reports, daily activity summaries, criminal/incident investigations, arrest reports and taxicab inspection reports; and prepare statistical data.

Ensure the faring public is provided with adequate taxicab service by providing information to passengers regarding directions to destination, cab fares, Taxicab Authority services and resolving complaints or problems according to applicable policies and procedures.

Perform related duties as assigned.

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CLASS CONCEPTS

Airport Control Officer III: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, supervise lower level Airport Control Officers on an assigned shift; ensure proper policies and procedures are followed; review daily activity reports including accidents, incidents and notices of violations submitted by employees.

Provide training to new officers and conduct shift briefings regarding new policies and procedures, directives, laws, and ordinances; prepare daily work schedules and make adjustments to schedules based on needs and availability of officers.

Airport Control Officer II: Under general supervision of the Airport Control Officer III, incumbents perform the full range of duties described in the series concept. This is the journey level for the series.

Airport Control Officer I: Under close supervision of the Airport Control Officer III, incumbents receive training in performing the duties described in the series concept. This is the trainee level for the series.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this series must first submit to a pre-employment screening test for controlled substances.
- * Applicants must meet Peace Officers Training and Standards (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- * Airport Control Officers are distinguished from other law enforcement or peace officers as stipulated in NRS 281.0349 which states, "Airport Control Officers shall be peace officers only when on duty at the airport."

AIRPORT CONTROL OFFICER III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of law enforcement experience involving standard law enforcement techniques, program compliance determinations, enforcement of State and federal laws, and preparation of reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution; **OR** one year of experience as Airport Control Officer II in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: interpret and disseminate program rules and regulations to employees and the public; review and analyze complaints for possible program violations; train and provide work direction to others; schedule and assign work; *and all knowledge, skills, and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: supervisory principles and practices. **Detailed knowledge of:** Taxicab Authority policies and procedures related to regulation of taxicabs at the McCarran International Airport. **Ability to:** supervise and evaluate the performance of assigned personnel; recognize emergency situations and take appropriate action.

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MINIMUM QUALIFICATIONS (cont'd)

AIRPORT CONTROL OFFICER II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of law enforcement experience involving standard law enforcement techniques, program compliance determinations, enforcement of State and federal laws, and preparation of reports for the purpose of justifying administrative sanctions, penalties or criminal prosecution; **OR** one year of experience as an Airport Control Officer I in Nevada State service; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: legal basis for law enforcement actions including criminal investigations, use of force, arrest, detention and preservation of evidence; law enforcement techniques; basic mathematic calculations sufficient to investigate traffic accidents. **Ability to:** secure and preserve evidence according to legal requirements; investigate suspected and/or alleged criminal acts; obtain subpoenas, search and arrest warrants; testify in court; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Detailed knowledge of: criminal law to include laws of arrest, search and seizure, laws of evidence, and the legal rights of citizens. **Ability to:** explain Taxicab Authority rules and regulations to taxicab operators and the public; review and analyze complaints for possible program or statutory violations of Taxicab Authority regulations.

AIRPORT CONTROL OFFICER I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and one year of experience in public contact work which included interpretation of rules, regulation, policies and procedures; **OR** an equivalent combination of education and experience. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic mathematic calculations sufficient to investigate traffic accidents. **Ability to:** record information accurately; communicate effectively both orally and in writing with taxicab operators and passengers, airport personnel and the public; understand and follow oral and written instructions required for successful progression through the Nevada Law Enforcement Academy; think logically and rationally; establish and maintain effective working relationships with others; prepare written accident and incident reports; conduct foot patrol of airport areas for extended periods of time.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency rules, regulations and practices. **General knowledge of:** functions and practices of various law enforcement and criminal justice agencies. **Ability to:** inspect taxicabs and their drivers at the McCarran International Airport; read, understand, interpret and enforce the Nevada Taxicab Authority rules and regulations; conduct investigations at McCarran International Airport.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>11.230</u>	<u>11.231</u>	<u>11.232</u>
ESTABLISHED:	7/1/91P 10/19/90PC	7/1/91P 10/19/90PC	1/23/97R 4/7/98UC
REVISED:	11/15/91PC	11/15/91PC	
REVISED:	1/23/97R 4/7/98UC	1/23/97R 4/7/98UC	
REVISED:	3/29/01UC	3/29/01UC	3/29/01UC